



# TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

## WATER POLLUTION CONTROL AUTHORITY

### MINUTES

August 15, 2012

**Members Present:** Edward Duell, Shawn Koehler, Paul Gilbert

**Members Absent:** Daniel Parisi, Jeff Gerber

**Others Present:** Peter Williams-WPCA Administrator, Tim Webb-DPW Director,  
Nicholas DiCorleto-Finance Officer, Atherton Ryan-Town  
Attorney, Lori Spielman

#### I. Call to Order

Ed Duell called the meeting to order at 7:00 pm.

#### II. Citizens Forum/Public Comments - None

**MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY  
TO ADD TO THE AGENDA ITEM 3.4 ADDITIONAL FLOW REQUESTS.**

#### III. Old Business

1. Stafford Plant Assessment – This item will be discussed in Executive Session.
2. 2012-13 Administrative Review

Peter Williams passed out a draft of the WPCA organizational chart and job descriptions for each. There is a memo from the First Selectmen asking that he be kept informed of these, especially as they relate to union positions. The Maintainer I and helper already exist and are approved union positions. The WPCA Billings and Collections Coordinator and WPCA Maintenance Coordinator will be sent to the First Selectman's office for review.

**MOVED (KOEHLER) SECONDED (DUELL) AND PASSED UNANIMOUSLY  
TO APPROVE THE DRAFT OF THE WPCA ORGANIZATION CHART DATED  
8/15/2012.**

**MOVED (DUELL) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO SEND TO THE FIRST SELECTMAN'S OFFICE FOR REVIEW AND COMMENT THE DRAFTS OF THE JOB DESCRIPTIONS FOR WPCA BILLINGS AND COLLECTIONS COORDINATOR AND WPCA MAINTENANCE COORDINATOR AS REQUESTED IN HIS MEMO OF JULY 30, 2012.**

3. Past Due Account Users

This is one of the items that the Ann Marie, Tax Collector, does for the WPCA. She is on vacation this week so there is nothing to report this month.

4. Item 3.4 Flows

Country Pure Foods has asked the WPCA for additional flows to expand their operation. At the same time, the Town of Vernon has lost a large business that used a good amount of their capacity. Peter feels this is a good time to start negotiations for the additional flows from the Town of Vernon. The Town of Ellington is currently obligated for 14.7% of Vernon's capacity. Ellington is currently using 55% of its allocation. Ellington would be requesting to be put to 20% of the plant capacity. At the same time we would be assessed at 20% for Vernon's plant improvements. Country Pure foods will write a letter requesting the additional allocation and Peter is proposing to include it with the request to be put on Vernon's agenda.

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO AUTHORIZE PETER WILLIAMS, WPCA ADMINISTRATOR TO REQUEST THAT ELLINGTON WPCA BE PLACED ON THE AGENDA FOR THE VERNON WPCA NEXT MEETING, FOR THE PURPOSE OF INCREASING ELLINGTON'S PLANT FLOW ALLOCATION TO FACILITATE THE NEEDS OF EXISTING AND FUTURE COMMERCIAL USERS.**

IV. New Business – None

V. Administrative

1. Fog Program

The program is going very slowly; Peter will be visiting a few businesses in September.

2. I&I Program

This is ongoing; at this time the flow meter in Vernon is not working and has been taken out for repair.

3. Design, Construction and Maintenance Reports

The Pinney Brook Apartments at 147 Pinney Street came to the WPCA Administrator asking to hook into the sewer. After some investigation, Peter found that all the approvals has been received by them, the fee paid and a developers agreement established but they never hooked into the system. They have received an order from North Central Health District to hook into the system and to pump daily until then. They have been given a 30 day deadline.

The Stafford Sewer extension project is dragging and the Town Engineer needs to finish the documents as soon as possible to go out to bid. The three additional houses will be an alternate to the bid.

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED TO AUTHORIZE A REQUEST FOR BIDS BE DONE AS SOON AS POSSIBLE FOR THE STAFFORD ROAD SEWER LINE EXTENSION AS DESIGNED BY BUCK AND BUCK ENGINEERING.**

Tim Webb stated that the annual inspection and cleaning of the grinder pumps have been on going and roughly 60 of the 108 have been done. He has sent out a letter to residents with grinder pumps that we maintain to let them know what not to do and that we will be inspecting them yearly. There was a letter sent out regarding sewer easements and letting the residents know that they will not be maintained as roads and driveways. He also stated that the portable generator purchased as a result of storm Alfred is ready to go; we are waiting for the reel for the cord and plug.

4. Approval of Meeting Minutes of June 27, 2012

This item was tabled to the September meeting.

**VI. Executive Session**

**MOVED (KOEHLER) SECONDED (DUELL) AND PASSED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 7:47 PM FOR THE PURPOSE OF CONTRACT NEGOTIATIONS.**

In Attendance: E. Duell, S. Koehler, P. Gilbert, P. Williams, T. Webb, Atty Ryan, and N DiCorleto,

WPCA came out of Executive Session at 8:18 pm.

**MOVED (KOEHLER) SECONDED (DUELL) AND PASSED UNANIMOUSLY TO PAY THE FIRST TWO INSTALLMENTS AS INVOICED BY THE STAFFORD WPCA IN THE TOTAL AMOUNT OF \$33,847.38 AND RESERVE THE RIGHT TO CONTEST AMOUNT PER THE INTER-TOWN AGREEMENT.**

**MOVED (DUELL) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY  
TO INCREASE THE 2012-13 CRYSTAL LAKE BUDGET ITEM #6292 BY  
\$20,000.**

**VII. ADJOURNMENT**

**MOVED (DUELL) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY  
TO ADJOURN THE MEETING AT 8:20 PM.**

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Lori Smith".

Lori Smith, Recording Clerk